



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Specifications and Advertisement for Bids for Forms Burster/  
Imprinter/Output Stacker for Finance Department's  
Accounting Division

**MEETING DATE:** September 18, 1996

**SUBMITTED BY:** Finance Director

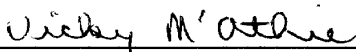
**RECOMMENDED ACTION:** That the City Council approve the specifications and authorize the advertisement for bids for a computer forms burster/imprinter/output stacker for the Finance Department's Accounting Division.

**BACKGROUND INFORMATION:** The Finance Department's forms burster currently in use is over 15 years old. Replacement parts are no longer available from the manufacturer, and repairs are made using parts from other, out-of-service machines.

The existing equipment is becoming less reliable, breakdowns are occurring more frequently, and repair costs are exceeding reasonable levels. Replacement at this time is the City's most reasonable option.

**FUNDING:** 10.0-050.03-501 (1995/96 Carryover): \$15,000

**BID OPENING:** October 16, 1996

  
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Vicky McAthie, Finance Director

APPROVED: \_\_\_\_\_

  
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H. DIXON FLYNN  
City Manager